

**CONFIDENTIAL**

619346  
3  
8 JUN 1959

MEMORANDUM FOR: Chief, Near East Division  
ATTENTION: Personnel Officer  
SUBJECT: Reclassification of Position 395, Auditor  
GS-0510.13-09, [REDACTED] Station

25X1A6a

1. To confirm a recent telephone conversation between you and a member of this Division, the subject proposal has been reviewed and a determination made that the appropriate classification is Finance Officer GS-11.

2. The upgrading of the position to GS-11 would result in an increase in the average grade for the SF Career Service. Therefore, in compliance with the provisions of Agency Notice [REDACTED] compensating grade changes in the SF Career Service are required before final classification action can be taken.

25X1A

FOR THE DIRECTOR OF PERSONNEL:

SIGNED

25X1A9a

[REDACTED]  
Chief, Salary and Wage Division

Distribution:

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Lfd-140

<b>DISPATCH</b>		<b>SECRET</b>	DISPATCH SYMBOL AND NO. [REDACTED]-1332 25X1A6c
TO	Chief, NE		HEADQUARTERS FILE NO.
INFO	CFD		
FROM	Chief of Station, [REDACTED]	25X1A9a	DATE <b>23 October 1959</b>
SUBJECT	Admin/Finance Annual Fitness Report - [REDACTED]		RE: "43-3" — (CHECK "X" ONE)
			MARKED FOR INDEXING
			NO INDEXING REQUIRED
ACTION REQUIRED	Advise re para 2		INDEXING CAN BE JUDGED BY QUALIFIED HQ. DESK ONLY

## REFERENCE(S)

- A. [REDACTED]-1092 dtd 3 Jul 59 {attached  
 B. [REDACTED]-1112 dtd 10 Jul 59  
 C. [REDACTED]-539 dtd 16 Jul 59

1. Transmitted herewith is annual Fitness Report for subject.

✓ 2. Please advise as soon as possible action taken by Headquarters in regard to [REDACTED] promotion per references.

25X1A9a

25X1A9a

[REDACTED]/JMH

Attachment: a/s(3 copies)

21 October 1959

## Distribution:

- 2 - CNE w/atts  
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NOV 11 5 50 PM '59  
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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

3.

4.

5.

6.

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12.

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15.

① Ref [redacted] 1092 25X1A6c  
answered by [redacted] 25X1A6c  
539 - 16 July 59  
acknowledging pro  
rec. and stating it  
was sent to you for  
consideration -  
Please advise if  
we are to further  
answer or will you  
answer


25X1A9a

25X1A2g

Approved For Release 2001/04/10 : CIA-RDP80-01240A000200070035-6

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~~SECRET~~

-1112  
Page 2

25X1A6c

4. Any special consideration that can be given this request by the SF Career Service Board will be greatly appreciated.



25X1A2e

10 July 1959

Distribution:  
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~~SECRET~~

25X1A2g

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~~SECRET~~

1092

25X1A6c

3 July 1959  
Page 2

25X1A2e

In view of the fact that the original request for  
s promotion pre-dated Ref E, it is requested that  
be promoted to GS-11 in keeping with the responsibilities  
of the position. A promotion to GS-10 under the circumstances  
of this case would be most inadequate. Favorable action on this  
request would be greatly appreciated.

25X1A2e

1 July 1959

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25X1A9a

*Confidentially  
Wrote him re  
one more promotion  
tw!*

*CF*

~~SECRET~~

A I R

417

25X1A6c

25X1A6a Chief of Station, [REDACTED]  
SF Career Service Board

25X1A9a Administrative [REDACTED]  
25X1A2e Promotion of [REDACTED]

25X1A6c REFERENCES: (a) [REDACTED]-824  
(b) [REDACTED]-213  
(c) [REDACTED]-852

ACTION REQUIRED: As indicated

The data furnished with reference (a) has been utilized in the preparation of a position description for submission to the Office of Personnel for its consideration, together with our recommendation that the position be reclassified. As indicated in reference (b), no action can be taken on the request for [REDACTED] promotion until the Office of Personnel reclassifies the position from a GS-9 to GS-11. When the position is reclassified to a GS-11, the SF Career Service Board will give further consideration to [REDACTED] promotion.

25X1A2e

25X1A2e

23 March 1959

E. R. SAUNDERS

Distribution:

25X1A6a 3 - COS, [REDACTED]  
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25X1A9a AC/FD/[REDACTED]:rft (2295)  
C/NEA NEA/Personnel AC/FD

BEST COPY

25 March 1959

MEMORANDUM FOR: Office of Personnel  
ATTENTION : Salary and Wage Division  
SUBJECT : Review of Finance Assistant Position  
REFERENCE : MLBY-824

In accordance with current data furnished by the [REDACTED] Station and the Chief of Station's recommendation that subject position be reclassified to GS-11, the attached position description, prepared by this office, is forwarded for your review. Please advise this office if additional information is desired.

[REDACTED]  
Acting Chief, Finance Division

Attachment:  
Position Description

CONCUR:

[REDACTED]  
Comptroller

27 MAR 1959

Date

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AC/FD/[REDACTED]:rft (2295)